

# EVV & ME

## “I am an Employer”



Electronic Visit Verification (EVV) is a telephone and computer-based system that records information about home-based care visits for those on Medicaid.

**JOIN A LIVE WEBINAR TO LEARN HOW TO USE EVV**

November 19th, 11am – 12pm

December 14th, 9am – 10am

Register online at  
[www.arissolutions.org](http://www.arissolutions.org)



### DO I NEED TO USE EVV?

You must use EVV if you manage services in these programs

- ◆ Children’s Personal Care
- ◆ Choices for Care
- ◆ Attendant Services
- ◆ Brain Injury

### WHEN IS EVV NOT NEEDED?

EVV is not required when services are provided entirely outside the home or when the care provider lives in the home with the person receiving care.

### HOW WILL I USE EVV?

You will use an EVV Portal Website to review and correct visits. It is recommended that you review your visits weekly to make sure they are correct.

If you do not have a computer, call our **EVV Support Team at (800) 798-1658.**

If your care provider doesn’t have a smart device, they will have to use the care recipients landline phone to call a toll-free number to record the start and end of each individual visit.



## DETERMINE YOUR EVV STATUS

If required, you cannot be excused from using EVV. Call us if you are not sure if you need to use EVV.

You can choose to have your employee use EVV to record all services, even those that occur entirely in the community. EVV provides an easy way to record visit start and end times.

## ON-DEMAND TRAINING

Learn at your own pace. You have access to an Online Video Library with recorded webinars and how-to videos, user manuals and easy to follow quick reference guides. Visit [www.arissolutions.org](http://www.arissolutions.org) and select the EVV Icon.

## PERFORM EVV VISIT MAINTENANCE

You are responsible to review and correct visits. If you do this before midnight every Saturday, the corrected EVV visits will feed over to E-Timesheets.

**Contact us TODAY to enroll in E-TimeSheet Portal.**

(You can continue to use paper timesheets if you prefer.)

## SUBMIT YOUR TIMESHEETS

EVV does not replace your payroll responsibilities. Think of EVV as a time clock that simply records visit start and end times. You must still complete your payroll as you do now. As always, call us if you need help.

STEP 1 >

STEP 2 >

STEP 3 >

STEP 4 >



e-Timesheet

